

**CITY OF GAUTIER  
MEMORANDUM**

**To:** Samantha Abell, City Manager  
**From:** Rachel Honea, Cultural Service Bookkeeper  
**Through:** Jeremy Thames, Cultural Services Director  
**Date:** April 15, 2015  
**Subject:** Request for In-kind Services for a “Summer Kick-off Community Event” on June 20, 2015.

---

**REQUEST:**

LaKeesha Hunter representing Divine Style Ladies Apparel (4351 Gautier-Vancleave Rd., Suite B) requests City Council authorization for in-kind services to be provided by the City for a free children’s special event to be held on Saturday, June 20, 2015 at George Martin City Park. The event will be called a “Summer Kick-off Community Event”.

**BACKGROUND:**

LaKeesha Hunter has submitted a Special Events Application for a free children’s event sponsored by local businesses and churches to be held on Saturday, June 20, 2015 from 8:00 a.m. until 5:00 p.m. at George Martin City Park. Organizers have plans to provide music, food, a bounce house, and face painting to celebrate the beginning of summer.

**DISCUSSION:**

Ms. Hunter has requested that City Council waive the City Park Rental Fee for the day (\$500.00 rental fee plus the \$250 deposit) and that extra trash receptacles and trash bags be provided in order to keep the park clean.

Ms. Hunter has provided documentation that her organization will more than match the city’s contribution through donations from businesses and churches for food, equipment rental, etc. See the attached projected Summer Kick-off Community Event budget totaling \$1,486.00.

**RECOMMENDATION:**

The Cultural Services Department recommends that City Council authorize the in-kind services requested by the Summer Kick-off Community Event organizers as the City has determined that this event is an economic tool to bring into favorable notice the opportunities, possibilities, and resources of the City of Gautier. City Council may

- 1) approve the level of in-kind services requested;
- 2) approve a different level of in-kind services; or
- 3) may decline to authorize any in-kind services for this event.

**ATTACHMENT(S):**

Request for Pavilion Usage  
Special Event Application  
Summer Kick-off Event Projected Budget



## Budget

This is the budget as of April 14 as the event planning progresses more items shall be added as needed.

Description	Cost
Dj George McDaniel	250.00
Bounce Houses ACE Party Rentals	245.00
Grill Rental ABC Rentals	150.00
Cotton Candy Machine ACE Party Rentals	45.00
Face Painting Lorie's Fantastik Faces	300.00
Hot Dogs(400)	75.00
Buns(400)	53.00
Chips (400)	80.00
Water (600)	63.00
Paper Products	50.00
Snowball Truck	175.00

**TOTAL \$1,486.00**

Addy

Meeting dates  
April 21, 2015  
May 5, 2015



City of Gautier  
Agenda Item Request Form

Requestor's Name: La Keesha Hunter  
E-Mail Address: louedivinestyle@gmail.com  
Street Address: 4357 Craucher-Vandave Suite B City/State: Gautier MS Zip Code: 39553  
Home Telephone No.: (888) 336-2730 Work Telephone No.: (828) 338-6814 Fax Telephone No.: ( ) -  
Representing: Divine Style Ladies Apparel  
Department: \_\_\_\_\_

In the items below, please select the type of agenda you request your item to be placed on.

Date of meeting requested to be on:

- City Council Meeting (Regular & Recessed)
  - Employee: Please submit this request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed council meeting.
  - Citizen: Submit request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed Council Meeting.
  - Council: Submit memo/request to the City Manager of City Clerk
- Council Meeting
  - City Council Meeting (Business Agenda)
  - City Council Meeting (Consent Agenda)
  - City Council Meeting (Study Agenda)
  - Civil Service Commission Meeting  
Submit request to the Human Resources Director by 5:00 p.m. on the Tuesday prior to the next regular Commission meeting.

SUBJECT MATTER: (If more space is required, reverse side may be used.)

I am requesting the fee for the Gautier City Park to be waived for the Summer Kickoff event this event is for children of all ages will have music, food games and a health fair this will be a free event with sponsorship from local businesses. ~~Event will be a one day event~~ Event Date June 30<sup>th</sup>

- Is there material you wish to be attached to the agenda?  Yes  No
- Do you wish to make an oral presentation personally?  Yes  No
- Has this item been approved for legal sufficiency by City Attorney?  Yes  No

Requestor's Signature: AK Hunter Date: 03/08/15

**FOR OFFICE USE ONLY**

Received By: Jocia L. Mign Title: DCC Date: 4/10/15 Time: 11:12 AM  
 Approved     Denied    for    Agenda Date: 4-21-15    Item No.: Consent #5  
Jama Shaykel



CITY OF GAUTIER
APPLICATION FOR SPECIAL EVENT PERMIT

Submit This Form to the City Clerk Office at least thirty (30) days prior to requested event.

(Please print or type all information below)

Event Information:

Date of Event June 30 Day or Week Saturday Starting Time 8:00 AM/PM

Ending Time 5:00 AM/PM Proposed Location of the Event: Gautier City Park

Describe the type of event to be conducted: Summer Kickoff

Reason for Event, Demonstration or March:

This is an event sponsored by local businesses and churches. We will have music games and a healthy fair for children of all ages. This will be a free event.

If Event includes a city property or streets, give proposed route:

(Street) (Direction Turn) (Street)

- 1.
2.
3.
4.
5.

ATTACH A DETAILED MAP OF THE PROPOSED ROUTE IF REQUESTING A STREET CLOSURE FOR THE EVENT. ATTACH A LIST OF THE ADJACENT BUSINESS OWNERS

Applicant Information:

Organization: La'Keasha Hunter (Lil' Miss Style)
Name: La'Keasha Hunter (Lil' Miss Style) Phone: (228) 326-2130
Address: 1921 Laurel Glenn Gautier MS 39553
City State Zip

Type of Organization: Profit: Non-Profit Federal ID#

Individual Making Application for Organization:

Name: La'Keasha Hunter Phone (Home): (228) 326-2130
Address: 1921 Laurel Glenn Phone (Work): (228) 238-6814
City: Gautier State: MS Zip Code:
Position with Organization: Owner

Individual(s) Responsible for keeping order and maintenance:

Name: Jothan Hunter Phone (H): (228) 326-0513 (W)
Name: Phone (W): (W)

Public Demonstrations and Parades are covered under city of Gautier Code of Ordinances

Requirements of Applicant:

- Security Clean up During Event Staging
Traffic Direction Clean up After Event Fencing
Barricades Trash Receptacles/Bag Other
Set Up Barricades

In applying for this permit, I the undersigned, as the responsible individual of the above named organization; AGREE TO HOLD THE CITY OF GAUTIER FREE AND HARMLESS OF ANY LIABILITY WHICH MAY RESULT FROM SAID EVENT, AND ACCEPT FULL RESPONSIBILITY FOR ANY SUCH LIABILITY.

Applicant's Signature: [Signature] Date: 04.10.15

FOR OFFICE USE ONLY
Date Rec'd:
Event has been:
Approved:
Approval/Disapproval Authority
Received By:
Disapproved:
Date:

# GAUTIER PARKS AND RECREATION

## Request for Pavilion Usage

DATE OF APPLICATION: 03.25.15  
ORGANIZATION OR INDIVIDUAL NAME: Divine Style  
NAME OF APPLICANT: Laheesha Hunter CONTACT PHONE: 228.326.2730  
CONTACT ADDRESS: 4357 Gautier - Vancleave Rd Suite B (business)  
1921 Laurel Glenn Rd (Home)  
TYPE OF EVENT: Summer Kickoff (Community Event) ✓  
DATE(S) APPLIED FOR: June 20 FACILITIES APPLIED FOR: Gautier City Park  
SET-UP TIME: 8:00 CLOSE TIME: 5:00

IT IS HEREBY AGREED between the City of Gautier Parks and Recreation Department and the above party the facility named is reserved on \_\_\_\_\_

The person requesting this permit agrees:

1. To personally accept responsibility for any damage done to the facility or equipment by persons in his/her group during the reserved period of time.
2. To maintain order and control over persons in the group.
3. To abide by all policies and procedures of the Gautier Parks and Recreation Department as well as those policies regulating this facility.
4. There is **NO** alcohol allowed on City property, **NO** water slides, **NO** farm animals, or any other type of instrument that would require water.

Failure to comply with all the terms of these regulations or violations of any federal, state or municipal law, ordinance or regulation in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations or permits.

Non-profit organizations do not have to pay a fee for rental. To be considered for non-profit status, you must provide a copy of your C-3 Tax Status to the City of Gautier Parks and Recreation Department upon signing the contract.

The rental fee for residents of the City of Gautier is \$35.00 along with a \$15.00 cleanup deposit. The rental fee for non-residents of the City of Gautier is \$35.00 along with a \$15.00 cleanup deposit. Rental fees will not be refunded due to weather conditions. Fees are only refunded if the park is closed by the City of Gautier for any reason. The cleanup fee will be refunded if the area is left in good condition.

### **Fees are as follows:**

Whole Park Rental	Day	\$500.00 + \$250.00 (refundable deposit)
Pavilion - (8am to 12pm)	Day	\$35.00 + \$15.00 (refundable deposit)
(1pm to 4pm)	Day	\$35.00 + \$15.00 (refundable deposit)
(4pm to dusk)	Day	\$35.00 + \$15.00 (refundable deposit)

I hereby agree that I have read and understood all the regulations and policies governing the use of the above named facility.

Signature: AB Hunter

Date 04.07.15

### ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

We, the \_\_\_\_\_, as part of the consideration for renting, leasing, or  
*(Name of liable person or group)*

otherwise using the \_\_\_\_\_ facility agree to assume full responsibility and liability for any and all risk of loss by theft, vandalism, destruction, or otherwise, of any and all items of personal property belonging to the organization, group or members thereof while in and about said facility, regardless of whether or not said loss relates to, or arises out of, the use of said facility and, in addition, said person or group agrees to indemnify and hold the City of Gautier, its agents and servants, and employee's harmless from and against all claims and expenses for same, including attorney fees.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Witness

OFFICE USE ONLY			
Rental Fee ( ) \$35.00 Resident ( ) \$35.00 Non-Resident	Receipt # _____	Date Received _____	
Deposit Fee <u>\$15.00</u>	Receipt # _____	Date Received _____	
Approved ( ) Yes ( ) No	Signature: _____	Date: _____	
Comments: _____			



## Budget

This is the budget as of April 14 as the event planning progresses more items shall be added as needed.

Description	Cost
Dj George McDaniel	250.00
Bounce Houses ACE Party Rentals	245.00
Grill Rental ABC Rentals	150.00
Cotton Candy Machine ACE Party Rentals	45.00
Face Painting Lorie's Fantastik Faces	300.00
Hot Dogs(400)	75.00
Buns(400)	53.00
Chips (400)	80.00
Water (600)	63.00
Paper Products	50.00
Snowball Truck	175.00

**TOTAL \$1,486.00**

Addy

Meeting dates  
April 21, 2015  
May 5, 2015



City of Gautier  
Agenda Item Request Form

Requestor's Name: La Keesha Hunter  
E-Mail Address: louedivinesstyle@gmail.com  
Street Address: 4357 Craucher Vandeave Suite B City/State: Gautier MD Zip Code: 29553  
Home Telephone No.: (878) 336-2730 Work Telephone No.: (878) 338-6814 Fax Telephone No.: ( ) -  
Representing: Divine Style Ladies Apparel  
Department: \_\_\_\_\_

In the items below, please select the type of agenda you request your item to be placed on.

Date of meeting requested to be on:

- City Council Meeting (Regular & Recessed)
  - Employee: Please submit this request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed council meeting.
  - Citizen: Submit request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed Council Meeting.
  - Council: Submit memo/request to the City Manager of City Clerk
- Council Meeting
  - City Council Meeting (Business Agenda)
  - City Council Meeting (Consent Agenda)
  - City Council Meeting (Study Agenda)
  - Civil Service Commission Meeting  
Submit request to the Human Resources Director by 5:00 p.m. on the Tuesday prior to the next regular Commission meeting.

SUBJECT MATTER: (If more space is required, reverse side may be used.)

I am requesting the fee for the Gautier City Park to be waived for the Summer Kickoff event this event is for children of all ages will have music, food games and a health fair this will be a free event with sponsorship from local businesses. ~~Event will be a one day event~~ Event Date June 30<sup>th</sup>

Is there material you wish to be attached to the agenda?  Yes  No

Do you wish to make an oral presentation personally?  Yes  No

Has this item been approved for legal sufficiency by City Attorney?  Yes  No

Requestor's Signature: AK Hunter Date: 03/08/15

**FOR OFFICE USE ONLY**

Received By: Jocia L. Mign Title: DCC Date: 4/10/15 Time: 11:12 AM

Approved  Denied for Agenda Date: 4-21-15 Item No.: Consent #5

Jama Shaykel



CITY OF GAUTIER
APPLICATION FOR SPECIAL EVENT PERMIT

Submit This Form to the City Clerk Office at least thirty (30) days prior to requested event.

(Please print or type all information below)

Event Information:

Date of Event June 30 Day or Week Saturday Starting Time 8:00 AM/PM

Ending Time 5:00 AM/PM Proposed Location of the Event: Gautier City Park

Describe the type of event to be conducted: Summer Kickoff

Reason for Event, Demonstration or March:

This is an event sponsored by local businesses and churches. We will have music games and a healthy fair for children of all ages. This will be a free event.

If Event includes a city property or streets, give proposed route:

(Street) (Direction Turn) (Street)

- 1.
2.
3.
4.
5.

ATTACH A DETAILED MAP OF THE PROPOSED ROUTE IF REQUESTING A STREET CLOSURE FOR THE EVENT. ATTACH A LIST OF THE ADJACENT BUSINESS OWNERS

Applicant Information:

Organization: La'Keasha Hunter (Lil' Miss Style)
Name: La'Keasha Hunter (Lil' Miss Style) Phone: (228) 326-2130
Address: 1921 Laurel Glenn Gautier MS 39553
City State Zip

Type of Organization: Profit: Non-Profit Federal ID#

Individual Making Application for Organization:

Name: La'Keasha Hunter Phone (Home): (228) 326-2130
Address: 1921 Laurel Glenn Phone (Work): (228) 238-6814
City: Gautier State: MS Zip Code:
Position with Organization: Owner

Individual(s) Responsible for keeping order and maintenance:

Name: Jothan Hunter Phone (H): (228) 326-0513 (W)
Name: Phone (W): (W)

Public Demonstrations and Parades are covered under city of Gautier Code of Ordinances

Requirements of Applicant:

- Security Clean up During Event Staging
Traffic Direction Clean up After Event Fencing
Barricades Trash Receptacles/Bag Other
Set Up Barricades

In applying for this permit, I the undersigned, as the responsible individual of the above named organization; AGREE TO HOLD THE CITY OF GAUTIER FREE AND HARMLESS OF ANY LIABILITY WHICH MAY RESULT FROM SAID EVENT, AND ACCEPT FULL RESPONSIBILITY FOR ANY SUCH LIABILITY.

Applicant's Signature: [Signature] Date: 04.10.15

FOR OFFICE USE ONLY
Date Rec'd:
Event has been:
Approved:
Approval/Disapproval Authority
Received By:
Disapproved:
Date:

# GAUTIER PARKS AND RECREATION

## Request for Pavilion Usage

DATE OF APPLICATION: 03.25.15  
ORGANIZATION OR INDIVIDUAL NAME: Divine Style  
NAME OF APPLICANT: Laheesha Hunter CONTACT PHONE: 228.326.2730  
CONTACT ADDRESS: 4357 Gautier - Vancleave Rd Suite B (business)  
1921 Laurel Glenn Rd (Home)  
TYPE OF EVENT: Summer Kickoff (Community Event) ✓  
DATE(S) APPLIED FOR: June 20 FACILITIES APPLIED FOR: Gautier City Park  
SET-UP TIME: 8:00 CLOSE TIME: 5:00

IT IS HEREBY AGREED between the City of Gautier Parks and Recreation Department and the above party the facility named is reserved on \_\_\_\_\_

The person requesting this permit agrees:

1. To personally accept responsibility for any damage done to the facility or equipment by persons in his/her group during the reserved period of time.
2. To maintain order and control over persons in the group.
3. To abide by all policies and procedures of the Gautier Parks and Recreation Department as well as those policies regulating this facility.
4. There is **NO** alcohol allowed on City property, **NO** water slides, **NO** farm animals, or any other type of instrument that would require water.

Failure to comply with all the terms of these regulations or violations of any federal, state or municipal law, ordinance or regulation in conjunction with the use of this facility will result in immediate cancellation of the privilege of using this facility and will be grounds for future denial of similar reservations or permits.

Non-profit organizations do not have to pay a fee for rental. To be considered for non-profit status, you must provide a copy of your C-3 Tax Status to the City of Gautier Parks and Recreation Department upon signing the contract.

The rental fee for residents of the City of Gautier is \$35.00 along with a \$15.00 cleanup deposit. The rental fee for non-residents of the City of Gautier is \$35.00 along with a \$15.00 cleanup deposit. Rental fees will not be refunded due to weather conditions. Fees are only refunded if the park is closed by the City of Gautier for any reason. The cleanup fee will be refunded if the area is left in good condition.

### **Fees are as follows:**

Whole Park Rental	Day	\$500.00 + \$250.00 (refundable deposit)
Pavilion - (8am to 12pm)	Day	\$35.00 + \$15.00 (refundable deposit)
(1pm to 4pm)	Day	\$35.00 + \$15.00 (refundable deposit)
(4pm to dusk)	Day	\$35.00 + \$15.00 (refundable deposit)

I hereby agree that I have read and understood all the regulations and policies governing the use of the above named facility.

Signature: AB Hunter

Date 04.07.15

### ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

We, the \_\_\_\_\_, as part of the consideration for renting, leasing, or  
(Name of liable person or group)

otherwise using the \_\_\_\_\_ facility agree to assume full responsibility and liability for any and all risk if loss by theft, vandalism, destruction, or otherwise, of any and all items of personal property belonging to the organization, group or members thereof while in and about said facility, regardless of whether or not said loss relates to, or arises out of, the use of said facility and, in addition, said person or group agrees to indemnify and hold the City of Gautier, its agents and servants, and employee's harmless from and against all claims and expenses for same, including attorney fees.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Witness

#### OFFICE USE ONLY

Rental Fee ( ) \$35.00 Resident ( ) \$35.00 Non-Resident Receipt # \_\_\_\_\_ Date Received \_\_\_\_\_

Deposit Fee \$15.00 Receipt # \_\_\_\_\_ Date Received \_\_\_\_\_

Approved ( ) Yes ( ) No Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_